

ORGANISING A TOUR WEEK FOR DUMMIES



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This document is designed to assist you in every aspect of organising a **Pneumatix Ministry Week** and to help make this week an unforgettable experience!!! We honour you and your team for the effort you put in to invest all your energy, creativity and enthusiasm into this youth week!

So, let’s get started!!!

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1. GENERAL INFORMATION

- **BOOKING CONFIRMATION & CANCELLATIONS:** A Deposit of R4000 will secure your booking. If you cancel, the deposit is non-refundable. If you definitely host the Youth Week, your deposit will be fully refunded during your youth week. What an awesome deal. We’re coming to your town FREE of charge!

Please note: Your booking-form is NOT confirmation of your Ministry Week with PNX.

- **Team Arrival:** As organised with your co-ordinator. Please note that this is dependent on the tour week prior to yours depending on the distance we have to travel between the towns. This will be confirmed 3 weeks in advance.
- An administrative meeting is to be held with you as program co-ordinator / organiser and our team management ASAP upon arrival.
- After confirmation from the PNX office, you will be connected to the relevant team leader which will need the following from you before the relevant tour cycle:
 - Telephone numbers of
 - Medical Doctor (Team needs)
 - Social Worker (Counselling & Crisis)
 - List of counsellors available in area
 - List of accommodation/host-families with addresses etc. (see page 9&10)
 - **Programme for the week (Compulsory)** – including venues, times, addresses & relevant contact detail (see page 9&10)
 - A Map and/or GPS coordinates of the area clearly indicating Schools, Churches, host- family homes etc.

We would also appreciate access to any form of admin. facilities for the team leadership – this is important due to all administrative functions which must be done on tour.

NB: At least Wi-Fi access is needed. (if possible)

2. PERFORMANCES

The main medium through which **Pneumatix** ministers is performing arts.

We are prepared to minister/perform at the following institutions and/or events:

- A. High School Promotion Slots (15-30 min)
- B. Primary Schools (15 min to 45 min prog)
- C. Evening Performances (1hr 30 min)
- D. Prisons
- E. Old Age Homes
- F. Children’s Homes



A. High School Promotion Slots

These performances are the best advertising for the evening performances. Performances for a High School can be 15-30 min. We can do 2 promotions during the morning with a minimum of **1h30min** between the slots for travel and setup when moving from one school to the next.

What to organise:

1. **Venue:** School hall or courtyard
2. Male & Female dressing rooms and toilet facilities
3. Details of contact person in the school for follow-up (Telephone & e-mail of, for example, CSA Teacher)
4. **Please, NO** performances in the afternoons.

Note: We can only do ONE promotion per school per week.

B. Evening Performances

These are our main events for the week. **The evening programme will be more or less 1.5 hours in duration.** **Please note:** That we may have an age restriction or Parental guidance on some of the evening performances (PG 13). This pertains to the nature of the issues being addressed in the show which sometimes does not connect with younger children (except if otherwise announced).



What to organise:

1. **A school hall.** We prefer a school hall because of its neutrality concerning church denomination and the fact that our youth week encourages community transformation and church unity! **NO PERFORMANCES** will be held in churches due to the difficulty of the technical setup for productions.
2. We prefer to stay in the same venue for the evening performances for the week.
3. The **venue must be available from 14:30 daily** for rehearsals (this is very important)
4. The stage must be at least 6m deep and 8m wide. There must be a minimum of four wall plugs on stage. There must be strong rafters above the stage, to which props and lighting can be attached. A back stage area is also important.
5. Male and Female dressing rooms and bathroom facilities.
6. **Performance time: 18:30 – 21:00** (including Sunday evening Performances).
7. Follow-up coordinator for the week.
8. 2-3 Steel tables.
9. 2-3 Classrooms or similar venue for “Altar Call” conversations after each evening production.



3. ADVERTISING

We will send 20 FREE promo-posters to you as soon as your deposit is paid. Additional posters are available @ R5 each (postage fee not included). Contact our offices in this regard. (021 858 1877 Speak to Michelle Stander.)

What to organise:

1. Obtain necessary permission to put up posters
2. Indicate date, time and venue.
3. **NO ENTRANCE FEE MAY BE CHARGED FOR PNEUMATIX PERFORMANCES.** (A Love offering or donations might be taken by Pneumatix.)
4. Have **local radio stations promote performances** and interviews if possible (jingles etc.).
5. Notify Churches and fellow church-leaders to join in this effort.
6. Notify the local newspapers.

4. ACCOMMODATION & MEALS

We do understand that it is quite an effort to organise adequate accommodation and meals for the team, so we really appreciate all your effort in the organising the following:

Leadership Accommodation:

We may have married couples or single staff members as part of our teams' leadership. Where necessary we kindly request your assistance in providing private accommodation for them. Staff may be accommodated in the same house but alone in a Room. Because of the intense nature of our schedule and the subsequent lack of privacy, it is not expected of them to socialise with host-families during their free time, although they can do so at their own discretion.

We will confirm the number and gender of students and leadership no later than 2 weeks prior to the team's arrival. Please also send a letter, like our example on page 9, to the host-families. Please note that **Pneumatix is Multi-Cultural Ministry** and we need your discretion on placing our students in such a manner that we don't have any political views or personal constraints interfere during our stay. Should there be any specific needs with regard to host-families such will also be communicated to you as soon as possible.



What to organise:

1. All host-families must be within a **5-8 km** radius of the main venue. (±30min pick up time) Please consider this seriously for drop-off & pick-up purposes. Our drivers travel long hours before all events.
2. The bus and their driver must be placed with the same host-family with safe and secure lock-up for bus;
3. Host-families must kindly provide breakfast and/or other meals according to your arrangements and/or the week’s schedule;
4. A list of the host-families, addresses, (GPS coordinates will be very helpful) contact numbers and the number and gender of students allocated per family must be available at the admin meeting on the day of our arrival;
5. Send a personalized copy of the sample letter to host-families;
6. Please arrange with host-families that our students may do their laundry during their stay if possible;
7. A spare house key/remote will make it easier for students, not to disturb the household during late entrance + early exits.

MEALS

Due to our intense touring schedule we trust that you will understand our need for balanced meals for our students. They need energy and well balanced meals to stay in shape –physically and mentally- for ministry opportunities.

Suggested Meals for the Week:

Sunday - Light meal on arrival (Team will need setup time for the evening program)
 - Lasagne, Salad, Roll / Stirfry & Noodles / Potjie & Rice

Weekdays - Breakfast: Students eat at their host- family
 - Muesli & Yoghurt
 - Cereals
 - Fruits

Lunch - Main Meal for the day **13:00**
Students eat together at a central location
 (Preferably close to the performance venue for the evening show)
 - Curry & Rice / Chicken ala King Rice / Spaghetti Bolognaise

Dinner - A light meal to be provided at the performance venue at **17:00 (or ±1hour before start time)**
 - Hotdogs / Boerewors Rolls / Wrappes / Burgers / Vetkoek & Mince



Depending on our time of departure and/or arrival the team might be spending one or two Saturdays with the host-families and will thus be eating there.

5. WHAT DOES A TYPICAL PNEUMATIX TOUR WEEK LOOK LIKE?

There are 2 options in schedule depending on your booking:

EXAMPLE: Full week program

DAY	MORNING	AFTERNOON	EVENING
DAY 1 Usually S/day	Time TBC: Arrival Admin Meeting	Lunch & Preparations	Evening Program Replaces Church Services
DAY 2	H/School Promotion (Max 2)	Lunch & Team Time	Team off /rest
DAY 3	H/School Promotion (Max 2)	Lunch & Preparations	Evening Program 18:30 – 21:00
DAY 4	H/School Promotion (Max 2)	Lunch	Team Time 18:00 – 19:00
DAY 5	Team Time/Sightseeing	Lunch & Preparation	Evening Program 18:30 – 21:00
DAY 6	Old Age Home/Orphanage Hospital/Community Outreach	Lunch & Preparations	Evening Program 18:30 – 21:00
DAY 7	Team day of rest		
DAY 8	Team departing		



EXAMPLE: Half week program

DAY	MORNING	AFTERNOON	EVENING
DAY 1	Time TBC: Arrival Admin Meeting	Lunch & Preparations	Evening Program 18:30 – 21:00
DAY 2	H/School Promotion (Max 2)	Lunch & Preparations	Evening Program 18:30 – 21:00
DAY 3	H/School Promotion (Max 2)	Lunch & Preparations	Evening Program 18:30 – 21:00

TEAM TIME:

Team Time is spent in social activities as well as spiritual and emotional caring among the team members. It is important to us to ensure proper rest and ministry of our own team members in order to enhance their effectiveness on tour. Thanks for your consideration in this matter!

6. SPIRITUAL PREPARATION

It is important that you start mobilising a prayer movement for the youth week.

Here are some specific prayer requests:

- ❖ Program for the week
- ❖ Organising for the week
- ❖ God will prepare people’s hearts for this week
- ❖ God will reach all people
- ❖ New vision and plans for youth leaders in area
- ❖ Pneumatix’s health
- ❖ Effective Ministry
- ❖ Unity
- ❖ Transformation!

7. FOLLOW UP



- ❖ You need to appoint someone in your school or church that will take responsibility for implementing the follow-up process after our youth week.

8. PNEUMATIX APPLICATION INFO SESSION – Very important!

Please arrange a timeslot towards the end of the week where our leadership can have a quick session with the matrics who are interested in joining Pneumatix the following year. This session will help the matrics or anyone else interested to understand what Pneumatix is all about. We will share with you/them all the different courses and specialties Pneumatix offers.

9. EXAMPLES / ATTACHMENTS

A. Letter to host- Families (*Example*)

Dear Host-Family / Mr and Mrs (Surname)

We want to thank you for your willingness to help accommodate the visiting **Pneumatix Tour Team** member/s in your home for the duration of their stay in our town.

We would like to bring the following to your attention:

- ❖ We would appreciate it if you could provide the following meals for these students:
 - Breakfast (packed if early)
 - All meals as arranged by the local coordinator for the week
 - Saturday’s meals, depending on when we arrive/leave. We leave it to your discretion to organize the meals with the students.
- ❖ We will transport all our students during the week.
- ❖ The Pneumatix students will be arriving late and exit early sometimes because of schedule. We ask your understanding in this regard. It is sometimes more convenient to give a spare house key to the students to ensure the least amount of disturbance to your own household’s routine.
- ❖ When they need to do performances in the schools the students will be leaving very early. They will inform you of these times and on which days this will be applicable.
- ❖ **If any student causes unnecessary disturbances or if you are not satisfied with a student’s behaviour, *please do not hesitate to inform our leadership immediately by phone or email!* Please Call Cois de Kock on 0824459557 Or mail him at cois@pnxglobal.com**
- ❖ Saturday is our day of rest. Because we perform and travel on Sundays they need a full day’s rest and time to spend with God and recuperate from the week’s ministry. Without this they will become physically and mentally drained and lose affectivity in ministry. We ask that they be at home for at least two thirds of the day. We thank you for your understanding and consideration in this matter.
- ❖ Students will also need to do their laundry. If you can provide that servie for us it would be grately appreciated.
- ❖ Please also give your honest feedback on Pneumatix’s feedback form at the end of the week, for the sake of bettering the experience in future.

We hope that our stay with you will be a great blessing to you.



Many thanks
Local co-ordinator and Pneumatix

B. Your local telephone numbers (Example)

Dr Brendan Venter	Doctor	021 345-4567
Sarah Nel	Social worker	021 876-9986
Michelle Meyer	Psychiatrist	021 890-1234
Mr Herman Lamb	Caretaker	021 456-0987
Carol Fick	Counsellor	021 432-9812
Ds. Johann Burger	Minister	021 753-9834
Mr Stef Maartens	Electrician	021 564-0001

C. HOST- FAMILIES LIST (Example)

	<u>Host- Families</u>	<u>Setup</u>	<u>Students / Gender</u>	<u>GPS Coordinates</u>
1.	Hilda van Zyl 7de Laan no.14 Pretoria Tel: 012 854 6543	1 Room: 2 single beds	2 female	
2.	Charmaine Beukes Van Rensburg Str. 789 Pretoria Tel: 012 890 3456	2 Rooms: Double beds	2 females 2 males	
3.	Madel Terblanche Oranje Straat 13 Pretoria 083 456 0987	1 Room: Single Bed	1 male (Bus Driver)	

D. Week program (Example)

Performance 1 (Monday)	First High School 7:30-8:00 Address GPS Coordinates	Contact: Mr P Stander 084 887 2244
Performance 2 (Monday)	Second High School 09:00-09:45 Address GPS Coordinates	Contact: Ms M Beukes 072 889 4477
Performance 3 (Monday)	Third High School 11:00-11:40 Address GPS Coordinates	Contact: Mr G van der Merwe 082 345 5678



Performance 1 (Tuesday)	First Primary School 08:00-08:15 Address GPS Coordinates	Contact: Ms Sally Tarr 083 456 0987
....and so on....		

10. CHECKLIST

PLEASE COORDINATE THIS CHECKLIST WITH THE PNEUMATIX OFFICE ASAP!!!

AREAS OF ORGANIZING	CHECKED
PERFORMANCES	
Venue	
Stage/Back stage	
Tables for Admin/Sales	
Class rooms or venue for minister and after a performance	
Electricity/Electrician (3 phase)	
ADVERTISING	
Posters	
TRAINING SESSION (PLEASE FOLLOW YOUR OWN PROCESS)	
Follow-up Person	
Altar Workers	
PNX Application info session	
ACCOMMODATION AND MEALS	
Meals	
Students Accommodation	
Leadership Accommodation	
5-8 km radius Hosting parents	
Map or residential area – accommodation marked	
Co-driver for first evening to assist our bus driver	
Arrangements regarding the busses (overnight)	
Radio station interview possibility	



